

REAL ESTATE SERVICES

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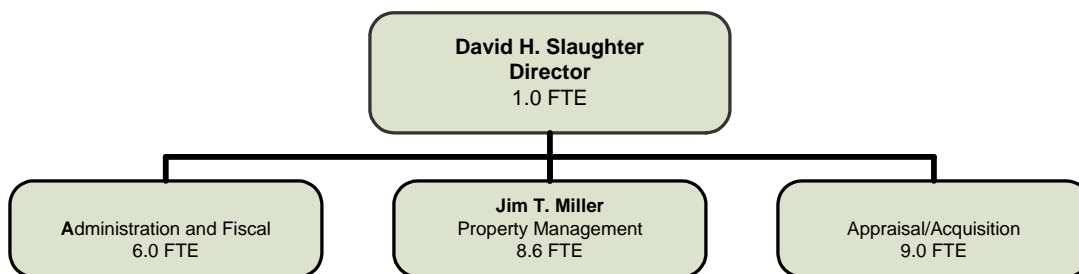
MISSION STATEMENT

The Mission of the Real Estate Services Department is to partner with county departments and other public agencies to develop innovative, professional processes and provide cost-effective, efficient, high quality and timely support to accomplish their real estate needs to include lease negotiations and documentation, property management, appraisal services, right-of-way acquisitions, land and building purchases, surplus property sales and maintenance of the database inventory of county-owned buildings, land and leased facilities.

STRATEGIC GOALS

1. Improve the quality and professionalism of services.
2. Improve the department's fiscal services by automating manual fiscal functions and systems.
3. Improve customer service with departments that lease non-county owned space and/or lease county-owned space to others.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2008-09				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
<u>General Fund</u>					
Real Estate Services	2,612,928	1,538,500	1,074,428		24.6
Rents and Leases	419,311	419,311	-		-
Courts Property Management	382,430	337,430	45,000		-
Total General Fund	3,414,669	2,295,241	1,119,428		24.6
<u>Special Revenue Fund</u>					
Chino Agricultural Preserve	8,107,967	1,333,411		6,774,556	-
Total Special Revenue Fund	8,107,967	1,333,411		6,774,556	-
Total - All Funds	11,522,636	3,628,652	1,119,428	6,774,556	24.6

Detailed information for each budget unit follows, along with a description of the services provided, budget unit history and applicable performance measures.

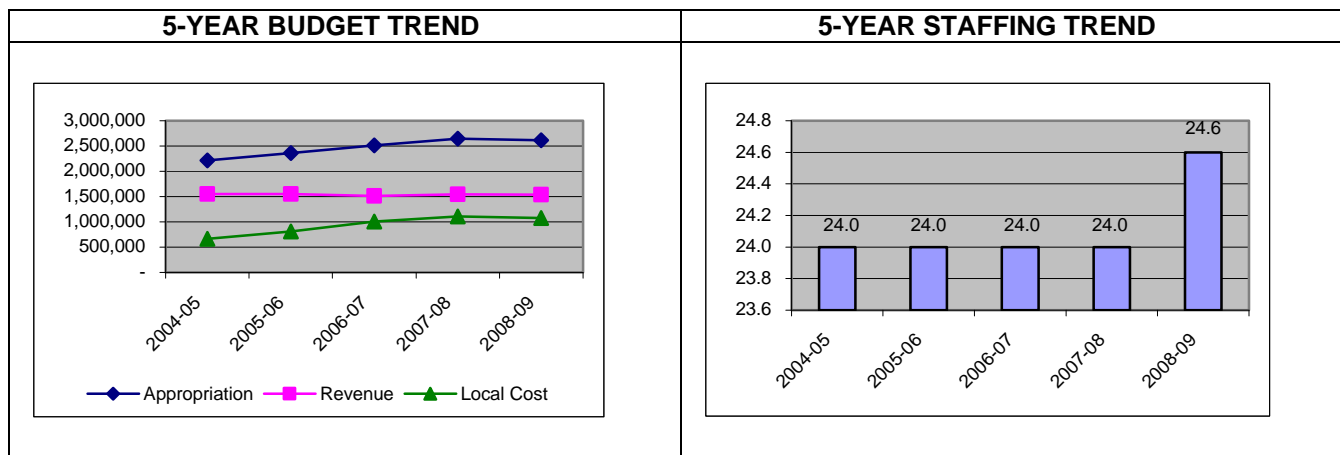


DESCRIPTION OF MAJOR SERVICES

Real Estate Services Department (RES D) negotiates and administers revenue and expenditure leases on behalf of county departments. More than 300 revenue leases allow for the use of county-owned facilities, generally at county parks and airports, and generate revenue to offset expenses incurred to provide such facilities to residents and users. Approximately 240 expenditure leases are managed to provide facilities throughout the county for departments and their employees to support the delivery of services in locations convenient to the residents served.

RES D also provides appraisal, acquisition and relocation assistance for county departments and, upon request, to other agencies including San Bernardino Associated Governments (SANBAG), the State of California, and various cities. The department establishes values and acquires the necessary rights-of-way needed to complete public safety projects, including the construction and maintenance of transportation corridors and floodways. The department also acquires land and facilities for various functions, disposes of property determined to be surplus to the county's needs, and maintains an inventory of all county land and facilities.

BUDGET HISTORY

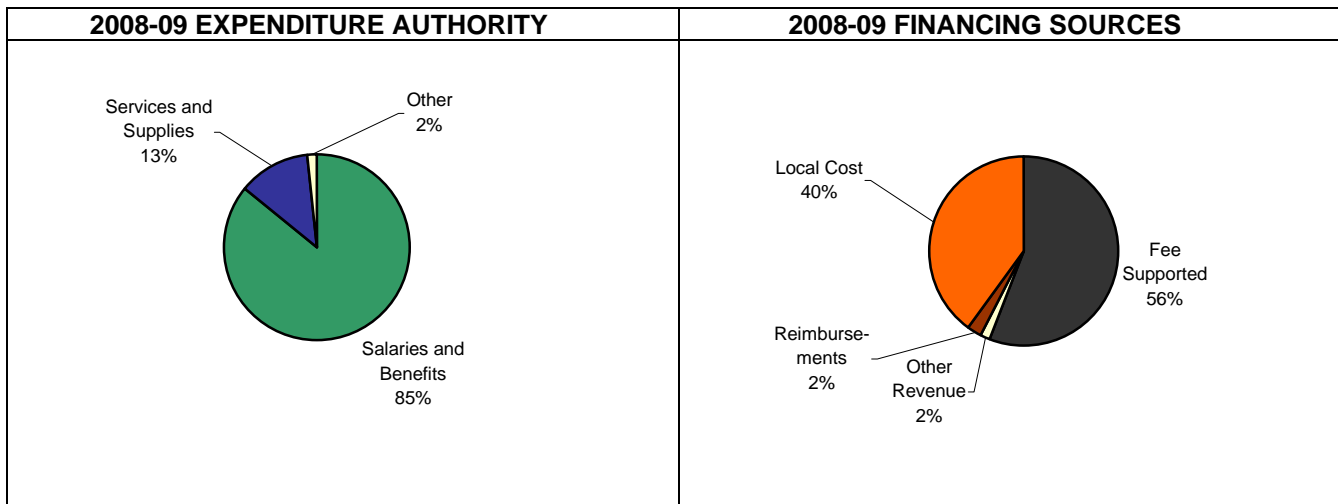


PERFORMANCE HISTORY

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Modified Budget	2007-08 Estimate
Appropriation	2,011,922	2,092,315	2,229,075	2,916,820	2,677,834
Departmental Revenue	1,381,410	1,276,108	1,338,430	1,850,755	1,807,321
Local Cost	630,512	816,207	890,645	1,066,065	870,513

Estimated appropriation for 2007-08 is less than the modified budget due to salaries and benefits savings from two positions that were vacant for part of the year and estimated lower costs for services and supplies.

ANALYSIS OF PROPOSED BUDGET



GROUP: Public and Support Services
 DEPARTMENT: Real Estate Services
 FUND: General

BUDGET UNIT: AAA RPR
 FUNCTION: General
 ACTIVITY: Property Management

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Estimate	2007-08 Final Budget	2008-09 Proposed Budget	Change From 2007-08 Final Budget
Appropriation							
Salaries and Benefits	1,773,588	1,895,182	1,963,384	2,178,395	2,298,580	2,298,465	(115)
Services and Supplies	187,224	145,557	192,452	297,243	352,839	279,507	(73,332)
Central Computer	17,519	35,953	44,025	49,273	54,578	52,862	(1,716)
Travel	-	-	-	-	-	4,400	4,400
Transfers	22,658	15,623	29,214	164,823	41,983	43,209	1,226
Total Exp Authority	2,000,989	2,092,315	2,229,075	2,689,734	2,747,980	2,678,443	(69,537)
Reimbursements	-	-	-	(11,900)	(100,000)	(65,515)	34,485
Total Appropriation	2,000,989	2,092,315	2,229,075	2,677,834	2,647,980	2,612,928	(35,052)
Operating Transfers Out	10,933	-	-	-	-	-	-
Total Requirements	2,011,922	2,092,315	2,229,075	2,677,834	2,647,980	2,612,928	(35,052)
Departmental Revenue							
Use Of Money and Prop	45,245	38,551	32,724	42,133	44,611	45,000	389
Current Services	1,336,165	1,237,557	1,305,706	1,457,100	1,498,056	1,493,500	(4,556)
Other Revenue	-	-	-	308,088	-	-	-
Total Revenue	1,381,410	1,276,108	1,338,430	1,807,321	1,542,667	1,538,500	(4,167)
Local Cost	630,512	816,207	890,645	870,513	1,105,313	1,074,428	(30,885)
Budgeted Staffing					24.0	24.6	0.6

Salaries and benefits of \$2,298,465 fund 24.6 budgeted positions. The 0.6 increase represents the addition of 1.0 Staff Analyst position and the reduction of two Real Property Agents positions by 0.2 each. The decrease of \$115 is due to a reduction in benefits and retirement rates and it is partly offset by annual step increases.

The decrease of \$73,332 in services and supplies is due to lower costs for services provided by the Risk Management Department and Information Services Department (ISD).

Travel is a new appropriation unit for 2008-09. The amount budgeted of \$4,400 reflects anticipated travel costs in the areas of private mileage, air travel, hotel, car rental and conference fees for this budget unit. These costs were based on departmental analysis of past travel related expenses previously budgeted in the services and supplies appropriation unit.



Reimbursements of \$65,515 are for architectural and space design services to be completed for large projects. The decrease of \$34,485 is based on a reduction of anticipated projects.

Current services revenue of \$1,493,500 reflects monies received from non-general fund departments and non-county governmental entities for services rendered.

PERFORMANCE MEASURES				
Description of Performance Measure	2006-07 Actual	2007-08 Projected	2007-08 Estimated	2008-09 Projected
Percent of leases in new locations in excess of 5,000 square feet of which architectural and space design plans have been completed	N/A	100%	75%	100%
Percent of projects (leases for more than 10,000 square feet or acquisitions that include five or more parcels) utilizing a project schedule.	No Projects	100%	No Projects	100%
Increase the total percentage of fiscal tasks that are automated. (There are approximately 260 fiscal tasks to be automated.	N/A	62%	62%	77%
Increase percentage of expenditure leases adjusted timely and accurately, in accordance with contract terms.	N/A	90%	80%	90%
Percent of leases, appraisals, and surplus property sales completed with the projected schedule.	87%	100%	100%	100%
Percent of Amendments submitted for Board approval at least 20 day prior to the scheduled termination date of the existing lease.	81%	100%	90%	90%

In 2007-08, an estimate of four projects fits the stated criteria in the first performance measure, one of which is a project for a department in Human Services that is a carry-over from the previous year, and for which HS has completed the plans and specifications. Therefore, only three out of four (75%) projects in 2007-08 will have had architectural programs and space plans prepared by architectural firms.

Another goal for RESD is to improve the department's fiscal services by automating functions and services that are currently performed manually. In 2007-08, RESD made progress toward this goal by switching to a new Labor reporting system (eTime), and is currently collaborating with ISD and the Architecture and Engineering Departments to develop a new system for charging out services. When implemented, the new system will reduce staff time spent calculating charges and preparing documents to bill customers.

A dynamic real estate market caused protracted negotiations for a number of lease renewals, resulting in only 90% of lease renewals being presented to the Board of Supervisors for approval at least 30 days prior to the scheduled termination date.

